

## Section 6 – How to Add a Category

### **Introduction**

*If you want to add a record to your PSM Net, the first thing you need to ensure is that the record has the correct “category” that you want to add to your PSM Net. If the record does not have the correct “category,” then you will need to add a new category to the person’s record.*

### **Instructions**

1. **Log in** as a User.
2. **Click** on “Select Person” (Column on left).
3. **Enter** the person’s SSN.
4. **Click** the “Display Maintain Person” radio button.
5. **Click** the gray “Display” button.
6. In the “Available Category Types” pull-down, make sure you choose the proper category. Examples: Red Cross, Civilian (Temporary, Seasonal Co-Op, Civilian Employee, Industry, etc...
7. **Click** “Add Category” button.
8. In the “Category Classification” pull-down, select one of the three options. (Note: Only required for Industry Categories only). In most cases you will select “Contractor” with the exception of an FSO where you will select “Key Management Personnel (KMP).” Other employees that are listed on your organization’s KMP list must also be listed as a KMP in JPAS. Other new choices Assurance 1, Assurance 2
9. **Click** on the gray “Modify Organization” box.
10. In the “Organization's Service/Agency” pull-down box, scroll down until you reach the appropriate organization.
11. In the “Organization UIC/RUC/PASCODE/CODE” box, type in the organization code. **An asterisk (\*) can be used for wild card searches when using 3 or more characters.**

## “Organization Search” screen

The screenshot shows a Netscape browser window titled "JCAVS Main Screen - Netscape". The address bar displays the URL: <https://jpasapp2.osd.mil/JPAS/servlets/com.edc.jpas.client.servlets.JPASChooseRoleServlet>. The browser's menu bar includes File, Edit, View, Go, Communicator, and Help. The toolbar contains icons for Back, Forward, Reload, Home, Search, Guide, Print, Security, and Stop. The bookmarks bar shows "Inside Boeing", "My Information", and "Internet Search".

The main content area is titled "Organization Search" and features a sidebar on the left with a vertical menu of options: Select Person, View SMO, Create/Modify Visit, Notifications, Reports, Access Number, PSM Net, Home, Chg Password, Chg Category/Level, Tutorial, and Logout. The sidebar also includes a graphic of an eagle with wings spread, perched on a globe.

The "Organization Search" section includes a "Selected Organization:" dropdown menu with a "REMOVE" button below it. The "Search:" section contains a dropdown menu for "\*Organization's Service/Agency:" set to "DoD Contractor Companies". Below this is a text input field for "\*Enter Search Criteria (include an \* for wildcarding):". The search criteria are organized into three rows: "Organization Name:", "Organization Location:", and "Organization UIC/RUC/PASCODE/CAGE:". The value "0EK07\*" is entered in the "Organization UIC/RUC/PASCODE/CAGE:" field and is circled in red. A "SEARCH" button is located below the search criteria fields.

The "Select Organization Search Results:" section contains "OK" and "CANCEL" buttons. At the bottom, a "Notice:" states: "Under the Privacy Act of 1974, you must safeguard personnel information retrieved through this system. Disclosure of information is governed by Title 5, United States Code, Section 552a Public Law 93-579, DoDD 5400.11, DoDR 5400.11-R and the applicable service directives."

The taskbar at the bottom shows the Start button, several open applications (Inbo..., ASIS..., JPAS..., JCAV..., Docu..., Main ...), and the system clock displaying 12:26 PM.

12. Click the gray “Search” button.
13. Under “Select Organization Search Results” section, you should see the Organization code based on your search.

## “Organization Search” screen (results)

The screenshot shows a Netscape browser window titled "JCAVS Main Screen - Netscape". The address bar displays the URL: `https://ipasapp2.osd.mil/IPAS/servlets/com.eds.ipas.client.servlets.JPASChooseRoleServlet`. The page content is titled "Organization Search".

On the left side, there is a vertical menu with the following items: "Select Person", "View SMO", "Create/Modify Visit", "Notifications", "Reports", "Access Number", "PSM Net", "Home", "Chg Password", "Chg Category/Level", "Tutorial", and "Logout".

The main content area includes a "Selected Organization:" field with a dropdown menu and a "REMOVE" button. Below this is a "Search:" section with a dropdown menu for "\*Organization's Service/Agency:" set to "DoD Contractor Companies". It also includes input fields for "\*Enter Search Criteria (include an \* for wildcarding):", "Organization Name:", "Organization Location:", and "Organization UIC/RUC/PASCODE/CAGE:" (containing "0EK07\*"). A "SEARCH" button is located below these fields.

The search results are displayed under the heading "Select Organization Search Results:". It shows "Records 1 - 1 of 1, Page 1 of 1". The results are presented in a table with three columns: "UIC/RUC/PASCODE/CAGE", "Name", and "Location".

UIC/RUC/PASCODE/CAGE	Name	Location
<a href="#">0EK07-I</a>	MCDONNELL DOUGLAS CORPORATION	Seabrook

Below the table are "OK" and "CANCEL" buttons. At the bottom, a "Notice:" states: "Under the Privacy Act of 1974, you must safeguard personnel information retrieved through this system. Disclosure of information is".

14. **Click** on the appropriate organization code hyperlink. This will populate in the “Selected Organization” field.
15. **Click** on the gray “OK” button.
16. The organization code you selected should now be listed in the “Organization/Company/Agency” section.

Figure 21: “Maintain Person” screen (bottom)

**JCAVS Main Screen - Netscape**

File Edit View Go Communicator Help

Back Forward Reload Home Search Guide Print Security Stop

Bookmarks Netsite: <https://jpasapp2.osd.mil/JPAS/servlets/com.eds.jpas.client.servlets.JPASChooseRoleServlet>

Inside Boeing My Information Internet Search

**Incident Report:** N/A  
**Polygraph:** N/A  
**Foreign Relation:** N/A [MODIFY RELATIONSHIP](#)

**Available Category Types:** Non-DoD National Guard [ADD CATEGORY](#)

**Person Category:** Industry 2 () **Position:**   
**Category:** Contractor **Classification:** (Required for Industry Categories only)  
**Separation Date:**  **Separation Code:**

**Organization/Company/Agency** [MODIFY ORGANIZATION](#)

**Name:** MCDONNELL DOUGLAS CORPORATION  
**Location:** 10210 Greenbelt Road, Seabrook, MD, 207062218

[Person Summary](#)

[SAVE](#) [CANCEL](#)

**Notice:** Under the Privacy Act of 1974, you must safeguard personnel information retrieved through this system. Disclosure of information is governed by Title 5, United States Code, Section 552a Public Law 93-579, DoDD 5400.11, DoDR 5400.11-R and the applicable service directives.

Document: Done

Start Inbo... ASIS... JPA5... JCAV... Docu... Main ... 12:43 PM

Screen Print 4-3

17. **Click** on the gray “Save” button.

18. **Check** to see if the newly established code is displayed in the “Person Category” pull-down. If not, click on the pull down menu and highlight the newly established code.

**Click** on the “Person Summary” hyperlink at the bottom of the page.